



OFFICE OF THE
Senior Vice President & Provost

MEMORANDUM

TO: Academic Deans, Chairs, and Directors – Norman Campus
PACFAM – Norman Campus

FROM: Kyle Harper, Senior Vice President and Provost *KH*

DATE: September 6, 2017

RE: ACADEMIC SERVICE FEE – CALL FOR PROPOSALS:

CHANGES IN ANY:

- COLLEGE CONSOLIDATED COURSE & PROGRAM FEE
- COLLEGE TECHNOLOGY FEE
- COURSE-SPECIFIC (CLASSROOM/LABORATORY SUPPLY AND MATERIAL) FEE

ADDITIONS OF:

- COURSE-SPECIFIC (CLASSROOM/LABORATORY SUPPLY AND MATERIAL) FEE

Attached are instructions and the timeline for submitting proposals for additions, deletions, and/or changes to existing College Consolidated Course and Program (CCP) Fees, College Technology Fees, and Course-Specific (Classroom/Lab Supply and Material) Fee for academic year **2018-19**.

Please use the attached form to add, delete, or change the CCP, Technology or Course-Specific Fees for your college. The form includes separate tabs for each fee type. Please read the description of the fee category at the top of each tab to ensure that the request is appropriate for the use of the fee. The wording you include in this form is submitted to the OSRHE as part of their review to determine if they approve the proposed fee.

Fee Proposal Forms: <http://www.ou.edu/content/dam/provost/documents/Fee-Proposal-Forms.xls>

Fee Proposal Timeline

- **September 6:** Academic Service Fee – Call for Proposals memo is released by the Provost
- **October 6:**
 - o Submit via email (sberkinshaw@ou.edu) Completed Fee Proposal Worksheets (see templates attached). One spreadsheet should be submitted for each college with separate tabs for each fee type.
 - o Regardless if a fee change is proposed, for CCP and Technology Fees, each college must submit via email (sberkinshaw@ou.edu) a worksheet for each fee type listing 1) 2016-17 actual revenue and expenditures; 2) 2017-18 estimated revenue and expenditures; 3) 2018-19 estimated revenue and expenditures. A template (<http://www.ou.edu/content/dam/provost/documents/Fee-Revenue-and-Expenses-Template.xlsx>) is included to use for submission to the Provost's Office. A separate cover letter may be included in the email explaining how the proposed revenue will be utilized.
 - o Submit via email (sberkinshaw@ou.edu) proposed time and place of college town hall meeting to discuss fees with students. This meeting should occur no earlier than **November 13** and no later than the **end of the semester**. The Provost's Office will place an ad in the OU Daily alerting students to these upcoming meetings.

- **October 9 – November 3:** Meetings held between college (Dean and Finance Director), Provost's Office, and Finance and Administration to discuss proposed fee changes.
- **November 6 – 10:** President is briefed on fee proposals. Colleges are notified if their proposed fee has been approved to be presented at the January 2018 OU Regents' meeting.
- **November 13:** Colleges may begin holding Town Hall meetings with students to discuss fees. If possible, all students majoring in the college, the President of the SGA, the Chair of Student Congress, and the Chair of the Graduate Student Senate should be notified of the meeting by email.
- **January 2018:** Fee proposals are submitted to the OU Regents for review and approval. If approved, fees are submitted to the OSRHE for approval.
- **Fall 2018:** Effective date for approved fees, if approved by the OSRHE.

Currently approved fees will continue into the next academic year, unless otherwise requested.

Any questions should be directed to Stewart Berkinshaw at (405) 325-1271 or sberkinshaw@ou.edu.

KH/sb